



STEPS FOR DOWNLOADING AUDIOBOOKS

DOWNLOAD USING THE MEDIA CENTER

- 1) Log in to NetLibrary
- 2) Find title by searching or browsing and click on the title
- 3) Connect portable device to your computer (*if lower right corner of Media Center shows "No Supported Player," clicking this box may help device to be recognized*)

Apple device (iPod, iPhone, etc.)

- Open **iTunes** on your computer 
- In **NetLibrary Media Center**, click **TRANSFER TO PORTABLE** (*title downloads to "Music" in the iTunes LIBRARY*)
- Sync title: Find the title in iTunes and click and drag it into your portable device (*under "DEVICES" in the left column in iTunes*)
- Audiobook will then be on your portable device. Disconnect device and find the title (*look for it in "Music," then in either "Songs" or "Audiobooks"*)

Non-Apple device (Sansa, Zen, Zune, Samsung, etc.)

- In **NetLibrary Media Center**, click **TRANSFER TO PORTABLE**
- Audiobook will then be on your portable device (*look for it in "Music," then in either "Audiobooks" or "Songs"*)

DOWNLOAD MANUALLY FROM NETLIBRARY WEBSITE

- 1) Log in to NetLibrary
- 2) Find title by searching or browsing
- 3) Click **Download this eAudiobook**
- 4) Click **CD Quality** (*a message confirms checkout*)
- 5) Click **Download the eAudiobook**
- 6) When prompted, **SAVE** title to your computer desktop
- 7) Connect portable device to your computer

Apple device (iPod, iPhone, etc.)

- Open **iTunes** on your computer 
- Click and drag title from your computer to your portable device (*under "DEVICES" in the left column in iTunes*)
- Audiobook will then be on your portable device. Disconnect device and find the title (*look for it in "Music," then in either "Songs" or "Audiobooks"*)

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STEPS FOR DOWNLOADING AUDIOBOOKS

DOWNLOAD MANUALLY FROM NETLIBRARY WEBSITE, Continued

Non-Apple device (Sansa, Zen, Zune, Samsung, etc.)

- Open **Windows Media Player** 
- Click and drag title from your computer to the Library in **Windows Media Player**
- Sync title: Click and drag title within **Windows Media Player** from the title list to your portable device (*in the left column in the Media Player*)
- After sync, title will be on your portable device. Find the title (*look for it in “Music,” then in either “Audibooks” or “Songs”*)

DOWNLOADING MP3s TO MAC COMPUTER

- Log in to NetLibrary and find an **MP3** to download.
- Click “**Download this eAudiobook.**”
- Click “**CD Quality.**”
- The screen should now show that the eAudiobook was checked out successfully.
- Choose “**Click here to download the eAudiobook.**”
- The eAudiobook will be downloaded to the destination you have selected in Preferences. A copy should be saved automatically to iTunes.
- If not, open iTunes, choose **File, Add to Library;** find the file; highlight and click “**Choose.**”
- It will appear in **Music.** (Even though it is an audiobook, iTunes sees it as music.) You should be able to play the MP3 in iTunes.
- To download to **portable device:**
- Plug in **iPod** or other Apple portable device to your Mac.
- Wait until **iTunes** recognizes your portable device. (It will appear on the left somewhere between the Library and Playlists.)
- Within **iTunes**, drag the MP3 title which is listed in the right column as music and drop into your iPod, which should then **synchronize.** It will then be in “**Songs**” in your iPod.
- The process for transferring to your portable device may vary depending on which device you are using.